

Chalfont St Peter Parish Council

FINANCE & GENERAL PURPOSE COMMITTEE



Terms of Reference

Reviewed: 11th July 2024

Committee Constitution

Refer to Standing Orders

Aims

To consider all financial and regulatory aspects of the conduct of the Council.

Responsibilities

1. To consider the budget proposals of all Committees and advise Main Council.
2. To recommend to Main Council the level of precept to be levied each year.
3. To have oversight of sources of external funding and consider provision of match funding where appropriate.
4. To consider and recommend to Main Council all applications for grants from the Council.
5. To consider and determine the fees and charges for services provided by the Council, after receiving input from other Committees where relevant.
6. To consider and determine all subscriptions to be paid by the Council.
7. To oversee all matters relating to the preparation of the Council's accounts and the implementation of appropriate internal and external audit procedures.
8. To review the Council's insurance arrangements ensuring that property, including data, and all risks including third party liabilities are adequately insured.
9. To regularly review all aspects of the Council's bank accounts and treasury management, including recommendations to Main Council on movement of funds.
10. To review the Financial Regulations on an annual basis.
11. To review the Financial Risk Assessment on an annual basis.
12. To review procedures for how all information is stored securely whilst being available when necessary, ensuring compliance with current legislation and that disaster recovery plans are in place.

These terms will be reviewed annually.